



UTS Insearch Student ID Number						

Application for leave for English students

Date of application: (DD/MM/YY)		
Family Name:		Given Names:
Sydney Address:		Postcode:
Email Address:		Date of Birth: (DD/MM/YY)
Sydney Phone:		Mobile Phone:
Visa Expiry Date: (DD/MM/YY) <small>Please bring your passport, or copy of visa, when completing this request.</small>		Current Term:
		Current Level & Class:
I wish to take leave in term:		Term Dates: (DD/MM/YY)
		From: / / To / /
Reason:		

Please tick the box below if your study plan includes UTS Foundation Studies and/or a Diploma program.

Yes, I am studying UTS Foundation Studies and/or a Diploma program upon completion of my English studies and I agree for UTS Insearch to make appropriate changes to my study plan, including issuing a new offer and CoE(s).

Conditions

1. Applications for leave should be requested **no later than Friday of Week 4** of the term before the leave begins. Late applications will be assessed by the Director of Studies, ELT.
2. After 20 weeks of continuous study, a student is eligible to take a break of 5 weeks if:
 - a) Their overall attendance, as well as attendance for the current term, has been over 80%;
 - b) In taking leave, they remain on track to reach the level of English required for their further studies (eg Diploma or degree); and
 - c) UTS Insearch considers the break is in the student's best interest.
3. Leave must be taken in a single five week term; it cannot begin in one term and end in the following term.
4. Students who hold a foreign government scholarship may need written approval from their Embassy or Cultural Mission before UTS Insearch finalises approval of the leave.
5. Students under the age of 18 need written approval from their parent(s) or legal guardian before UTS Insearch approves the leave.
6. If a student plans to leave Australia during the leave, it is their responsibility to check that they have a multiple entry visa so that they can return to Australia to resume studies.
7. Student acknowledges and agrees for the Student Centre to issue a new offer and e-CoE with a revised commencement date for their academic program.
8. Students must be aware that deferring, suspending or cancelling their enrolment may impact the cost of their course and/or student visa.

I have read, understood and accept the above conditions.

Student's signature: _____ **Date:** _____

Parent/Guardian's signature: _____ **Date:** _____
(For students under 18 years of age)

OFFICE USE ONLY**Documents received**
 Sponsor Approval Scholarship

 Email sent to Sponsor for Approval on: ____/____/____ Notes: _____

 (DD/MM/YY)
Education
 SACM student? Yes No

 MCOM Date to be changed? Yes No

Approved by (staff name) _____

Signature _____

Date

 ____/____/____
 (DD/MM/YY)

New Completion Date

 ____/____/____
 (DD/MM/YY)
Student Centre
 LOA Sanction applied to S1

 Initial _____ Date _____
 (DD/MM/YY)

 New e-CoE required? YES NO

 New e-CoE issued and provided

 Initial _____ Date _____
 (DD/MM/YY)
Comments**UTS Insearch Education**
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UTS Insearch CRICOS provider code: 00859D | UTS CRICOS provider code: 00099F

UTS Foundation Studies CRICOS course code:

2 Semesters (Standard) CRICOS course code: 082432G | UTS course code: C30019

3 Semesters (Extended) CRICOS course code: 082433G | UTS course code: C30020

UTS Foundation Studies is a UTS course, delivered by Insearch Limited (UTS Insearch), on behalf of UTS. The UTS Foundation Studies program meets the requirements for Foundation Programs which have been registered on CRICOS for delivery in Australia providing academic preparation for entry into first year undergraduate study to overseas students.

Insearch Limited (UTS Insearch) is a controlled entity of the University of Technology Sydney (UTS), and a registered private higher education provider of pathways to UTS.

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